



# 2013 Behavioral Health Services for Homeless Families with Young Children Living in Transitional Housing Request for Qualification Information Session

April 29 and May 2, 2013



# Agenda

- Review timeline
- Overview of Behavioral Health Services
- Submission Process
- Due Diligence: Review and Rating Process
- Appeal Process
- RFQ Application
- Coordinator: Kathleen Groshong,  
[kathleen.groshong@seattle.gov](mailto:kathleen.groshong@seattle.gov)



## Timeline

- Information Sessions  
Monday, April 29th, 1:30 p.m. – 3:30 p.m.  
School's Out Washington, 801 23<sup>rd</sup> S, Seattle  
Thursday, May 2, 2013, 10:30 a.m. – 12:30 p.m.  
Seattle HSD, 700 5<sup>th</sup> Ave, 60<sup>th</sup> floor
- Application Deadline  
**Thursday, May 16<sup>th</sup>, at 4:00 pm**
- Due Diligence Process  
May 17<sup>th</sup> to May 31<sup>st</sup>, 2013
- Agency Notification  
June, 2013
- Appeal Process  
June, 2013
- Contract start date  
June 17, 2013



## HSD Funding Opportunities Web Page

- All information is posted at the HSD Funding Opportunities Web Page:

[www.seattle.gov/humanservices/funding/](http://www.seattle.gov/humanservices/funding/)

- Includes links to Behavioral Health RFQ cover letter; guidelines and application; budget and personnel forms; info sessions questions and answers; Master Agency Service Agreement.

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## Investment Area and Funding Source

- This Behavioral Health Services for Homeless Families with Young Children RFQ is an open and competitive funding allocation process.
- Approximately \$100,500 is available through the City of Seattle HSD General Fund to help improve children's social-emotional health.
- Funding awards will be made for the period of June 17<sup>th</sup> 2013 to December 31, 2014.
- Continued investment after the initial contract period will be contingent on successful performance and funding availability.

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## Overview of Funding Type: Service Delivery Framework

- This RFQ provides expanded behavioral health services for homeless children/families living in Solid Ground's Broadview Transitional Housing.
- Currently, 14 children receive behavioral health services.
- Project Goals:
  - 1) Provide behavioral health and parenting services that are coordinated among providers: therapist; Transitional housing; childcare/ afterschool/school program; and parent educator.
  - 2) Implement a culturally competent, strength-based trauma-informed care system.

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# Service Delivery Framework

- RFQ-funded services:
  - Onsite therapy for additional 14-16 young children birth to age 12 showing behavioral concerns at school, childcare, afterschool or housing setting
  - Parent/child or family therapy
  - Technical assistance by therapist to child's teacher re: child's behavior in classroom
  - Therapist's attendance at monthly interdisciplinary team meetings
  - Communication with parent(s) re child's progress
  - Groups and behavioral health screenings for siblings

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## Delivery Service Framework

- Coordinated services through Broadview:
  - Parenting classes at transitional housing program
  - Enhanced case management services: child's school/childcare attendance, helping parents access childcare subsidies, and other parent support and services
  - Monthly interdisciplinary meetings with therapist, housing case manager, parent educator, teachers, for each child of concern
  - Paid time for Broadview staff to attend interdisciplinary meetings
  - Paid time for teachers to receive technical assistance from therapist re child's classroom behavior

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## Target Population

- Participants will be homeless children and families living in Broadview housing.
- Families will have at least one young child, age birth to age 12 who shows significant stress or behavioral problems related to or exacerbated by becoming homeless.
- Total number of children including siblings to be served through RFQ is 14-16 children.
- Total project will serve at least 30 homeless young children including their siblings.

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## Service/Program Model

- Licensed behavioral health or mental health provider or agency.
- Applicant should have experience serving homeless children and their families or children in families who have experienced domestic violence.

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## Required Service Components

Therapist(s) will provide:

- Mental health assessment of children ages birth-12
- Parent-infant dyadic work for children ages birth to 35 months
- Onsite culturally competent individual behavioral therapy to homeless young children at childcare/afterschool/ school/housing program
- Services to siblings through onsite children's groups and screening
- Participation in trauma-informed care systems-wide training/ consultation
- Consultation/technical assistance to childcare/afterschool/school staff to address issues in classroom
- Participation in monthly interdisciplinary team meetings with therapists, Broadview staff and childcare/school staff and monthly meetings of therapists facilitated by project clinical consultant.

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## Overview of Funding Type: Required Service Components

### Client caseload and billing for services

- We anticipate funding 1.0 FTE position serving 14-16 children or two 0.5 FTE caseload serving 7-8 children, including siblings.
- Preferably one therapist will be infant mental health specialist (birth to 35 months)
- 35% of funding for therapist position should come from Medicaid billing

RFQ pages 9-10



## Overview of Funding Type: Required Service Components

### Staffing Requirements

- Washington State licensed behavioral health service agency or therapist who is Medicaid provider for Washington state and/or King County Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD)
- Licensed Children's mental health therapist must be master's level and should have at least 3 yrs experience working with young children up to age 12 in low-income families and children/families of color.
- Infant mental health therapists should have at least 3 yrs experience working with parents and infants/toddlers ages birth to 35 months old.
- Preference: Application will identify licensed therapist for project. If not, qualified interim licensed therapist must be identified and available for immediate project implementation.

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## Expected Outcomes

- 65% children show improvements in their socio-emotional behaviors after six (6) months. Verification: DC: 0-3R or DSM IV
- 75% children show improvements in their socio-emotional behaviors in classroom after six (6) months. Verification: Achenbach System of Empirically Based Assessment (ASEBA)
- 75% children show 80% attendance at individual therapy sessions. Verification: Medicaid billing and/or case notes.

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## Agency Eligibility

- Applicant must meet all licensing requirements that apply to organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if required by law.
- If the applicant is incorporated as a private non-profit corporation in the State of Washington and has been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501 © (3) status is in good standing and has not been revoked in previous calendar year.
- The applicant could also be a public corporation, commission, or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.
- The applicant must have Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
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# Contracting Requirements

- Line item reimbursement contract
- Contractors will be required to comply with terms and conditions of the Human Services Department Master Services Agency Agreement (MASA).
- Contractors will complete all required service reports and billing documentation. Reimbursement contingent upon receipt and approval of required reports.
- Contractors will maintain a public liability insurance policy with minimum limit of \$1,000,000, naming City of Seattle as insured.
- Annual national ten-year criminal background checks on all staff.
- See others on page 12

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## Submission Deadline

- Submission deadline is Thursday, May 16, 4 p.m.
- All applications must be received in person, by mail, or electronically through HSD's on-line submission system by 4 p.m. deadline.
- No faxed or e-mailed applications will be accepted.

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## Methods of submission

- Applications can be mailed or hand delivered to:

Seattle Human Services Department

RFQ– Behavioral Health Services for Homeless Families with Young Children

ATTN: Kathleen Groshong

700 Fifth Ave, Suite 5800

P.O. Box 34215

Seattle, WA 98104-4215

- Applications can be submitted online at:

<http://web1.seattle.gov/hsd/rfi/index.aspx>

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# HSD Online Submission System

Human Services Department - Available RFI's For Submission - Windows Internet Explorer

http://web1.seattle.gov/hsd/rfi/index.aspx

File Edit View Favorites Tools Help

Human Services Department - Available RFI's For Sub...

**SEATTLE.GOV**

**Human Services Department**

*Investing in People*

Welcome to the Human Services Department's (HSD) Online Proposal Submission System used to submit responses to Request for Investments (RFIs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the [RFI Submission Assistance](#) page.

Prior to submitting your response, please review the submission requirements in the RFI/RFQ document to ensure that you are submitting all required documents.

**Available RFI / RFQs**

HSD is accepting proposals for the following RFIs or RFQs listed below. To submit your response, click on the underlined RFI/RFQ name.

RFI/RFQ ID :	2012015
Name :	<a href="#">Community Organizing and Leadership Development</a>
Deadline :	11/15/2012 5:00:00 PM Pacific Time
RFI/RFQ ID :	2012016
Name :	<a href="#">Reduced Fare Bus Ticket Program</a>
Deadline :	12/3/2012 4:00:00 PM Pacific Time
RFI/RFQ ID :	2012017
Name :	<a href="#">Behavioral Health Services for Homeless Families</a>
Deadline :	12/10/2012 5:00:00 PM Pacific Time

For questions, comments or assistance with the Online RFI program, please contact Sara Levin.  
Email: [Sara.Levin@Seattle.gov](mailto:Sara.Levin@Seattle.gov), Phone: (206)-684-8691

Phone: (206) 386-1001  
TTY/TTD: (206) 233-2778

Seattle Human Services Department  
700 5th Ave Suite 5800  
PO Box 34125  
Seattle WA 98124-4215

Accommodations for people with disabilities provided upon request

[Funding Opportunities](#) [List of Open RFIs/RFQs](#) [RFI Submission Assistance](#) [Privacy Policy](#)

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## Due Diligence: Review and Rating Process

- 1) Applications are scored by Review committee and rated according to the rating criteria.
- 2) Finalists will be invited to interview Friday, 5/31/13 (therapist and supervisor must attend).
- 3) The Review Committee will make investment recommendations to the HSD Director.

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## Review and Rating Process

- **Late applications will not be rated.**

### **Application submittal includes:**

- Completed Application Cover Sheet (Attachment 2),
- Narrative Response-no more than 5 pages
- Proposed Line Item Budget form (Attachment 3),
- Proposed Personnel Detail (Attachment 4)
- Therapist Resume(s)

### **Financial Statements Submittal**

A Copy of your most recent financial statements **and:**

- A copy of most recent financial audit or 990 if non-profit agency
- Proof of IRS non-profit or other legal status;
- Current certificate of public liability insurance

RFQ pages 19-20



## Rating Criteria

Capacity and Experience	25 Points
Project Description	30 Points
Key Staff Qualifications & Experience	35 Points
Budget & Leveraging	10 Points

RFQ Pages 17-19



## RFQ Application-Capacity and Experience-25 Pts.

1. Estimate the number of children that you or your agency saw for weekly or biweekly therapy during the past two years. Estimate using the following categories: \_\_\_ages birth to 35 months; \_\_\_ages 3 years to 5 years \_\_\_ages 6 to 9 years\_\_\_10-12 years.
  - How many of these children were homeless or were exposed to domestic violence?
  - What were the three (3) most common diagnoses of these children? How was treatment progress measured? What were children's treatment outcomes?
  - What were the biggest barriers in providing services to these children and parents, and how did you try to overcome these barriers?
2. Describe your agency's clientele. How does your agency provide culturally competent services?

### ***Rating Criteria - A strong application meets all of the criteria listed below.***

- Applicant has experience providing therapeutic services to children and families.
- Applicant has experience or training in serving homeless children and families or children and families exposed to domestic violence.
- If applicable, Applicant has provided therapeutic services for children ages five and younger.
- Applicant provides evidence that progress was made on treatment plans.
- Barriers to treatment were specifically identified, and methods to overcome barriers were appropriate and effective.
- Applicant has track record of providing culturally competent services to low-income children families of color.





# RFQ Application-Project Description- 30 Points

## Project Description (30 Points)

1. For each question listed below specifically describe how your treatment models will be culturally competent for all children and families.
  - a. Describe the treatment model you will use with for parent-infant behavioral health services. How will you engage parents in these services?
  - b. Describe the treatment model(s) you will use with 1) preschool children and 2) elementary school-age children. How will you engage families in these services?
2. Discuss how you will communicate with parents about their child's behavioral health issues and their progress. Include a description of how the discussions will be culturally competent and strength based.

## ***Rating Criteria - A strong application meets all of the criteria listed below.***

- Applicant describes a culturally and developmentally appropriate parent-infant treatment model which includes engaging methods for involving families.
- Applicant describes appropriate treatment models for preschool and school-age children.
- Applicant describes effective methods for engaging families in services.
- Applicant's description of how therapist will communicate with parents about their child's behavioral health's issues/progress shows familiarity with families and is realistic, culturally competent, and strength based.



## RFQ Application-Key Staff -35 Points

1. Our preference is that the licensed therapist(s) who will actually work on this project be identified in this application. If not, a qualified licensed therapist must be identified who will be available for immediate project implementation when contract is awarded until a qualified therapist can be hired.
2. If existing staff capacity is not available, describe your plan for therapist recruitment/hiring.
3. For each therapist, attach a copy of that person's resume that includes level of education, date of licensing, years of clinical experience working with young children up to age 12 and any specialized training for working with young children and trauma informed care. Resume should also include information about therapist's specific experience and/or training working with parents who have experienced homelessness and/or domestic violence, especially parents of color.
4. Identify the person at your agency who has infant mental health experience. How will this person support the therapist, if therapist is not a child mental health therapist? If no one has infant mental health experience, what is your plan for clinical consultation?
5. Who will supervise each therapist and what is that person's title, position, and qualifications?

**Note: If an interview is scheduled with applicant, the therapist(s) and supervisor identified in the application must attend the interview. For 2013 the City will provide a clinical consultant to the project.**

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## RFQ Application-Budget and Leveraging-10 Pts.

1. Provide the budget for this project by completing the Proposed Line Item Budget form (Attachment 3). The period of your budget should reflect June 1, 2013 to December 31, 2014.
2. Provide detailed personnel information for the project by completing the Personnel Detail form (Attachment 4). Details on this form should include all staffing/positions identified in your response to Section C of this RFQ application.
3. We expect that 35% of the salary and benefits of the therapist will come from Medicaid payments. Please list Medicaid in the “other fund source” column per attachment 3 and 4.

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## Budget and Leveraging Rating Criteria-10 Pts.

- ***Rating Criteria – A strong application meets all of the criteria listed below.***
- Budget amounts are accurate and complete, and include interpretation and travel costs for onsite therapy.
- Personnel detail is accurate and complete and includes supervision time.
- Costs are reasonable and appropriate given the therapist's experience and qualifications.
- Reasonable costs for interpreters are included.
- Budget lists at least 35% of salary and benefits for therapist as Medicaid funding.

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## Cover Sheet

**Complete all boxes on form.**

Applicant Agency/Provider:

Agency Executive Director if applicable:

Applicant Primary Contact (**must be available by email during period 5/17/13 to 5/31/13 to answer clarifying questions**).

Name:

Title:

Address:

Email:

Phone #:

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- SEATTLE  
HUMAN  
SERVICES



## More Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed and concise
- Answer all questions
- Submit an accurate budget
- Use the application submission checklist to make sure that you have addressed all questions and requirements
- Ensure enough time for application to get to HSD on time.
- E-mail Kathleen Groshong, [kathleen.groshong@seattle.gov](mailto:kathleen.groshong@seattle.gov) if you have any questions, by Monday, 5/6/13 at 5 pm.
- Questions & answers posted: <http://www.seattle.gov/humanservices/funding/>



# Appeals Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest;
- Errors in computing scores;
- Violation of policies or guidelines established in a funding opportunity; and/or
- Failure to adhere to published criteria and/or procedures.

Appeals Deadlines:

- The Human Services Department will notify all applicants in writing of the status of their application. For awarded applications, if appropriate, the level of funding to be allocated will be stated.
- Within 10 business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten business days of the receipt of the appeal. The HSD Director's decision is final.
- No contracts resulting from the solicitation may be finalized until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

RFQ Pages 13-15



## Questions

- Questions: Please give us your name and organization, then ask your questions.
- Contact [kathleen.groshong@seattle.gov](mailto:kathleen.groshong@seattle.gov) with other questions until Monday, 5/6/13 at 5 pm.
- Q and A will be posted on HSD's website.
- Thank you for coming!